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Quick Service Guides

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Decision Trees and Quick Service Guides

Overview Some users have requested simplified approaches to finding the information they need from the DMM. As a result, we have designed the Decision Trees and Quick Service Guides to provide two additional resources to facilitate less frequent users' access to the DMM. The Decision Trees and Quick Service Guides are tools designed to be used together to help the user move more easily from basic questions into the areas of the DMM pertaining to the user's interests.

Decision Trees The Decision Trees provide a generalized road map to postal services. By answering several basic questions about a mailing, the user is led through a series of decisions to the most appropriate selection of postal services. Answering questions on such matters as content, size, automation, and presort moves the user to more specific information and to specific Quick Service Guides.

Quick Service Guides The Quick Service Guides each provide an overview of the standards for a particular postal rate, service, or preparation method. Typically, one side summarizes prices, eligibility, or other standards, and the second side provides a summary of the mail preparation standards, an overview of mailpiece design, or other information. The Quick Service Guides include references to the DMM for more detailed information.

Use The Decision Trees and Quick Service Guides are provided as an overview of the DMM standards to assist the user in locating the standards applicable to a particular type of mailing. These guides are not in themselves standards. The information contained in them does not replace or amend the standards in the DMM. To ensure compliance with the applicable DMM standards, the user must refer to the specific DMM units referenced in each Quick Service Guide, as well as to the general sections within each DMM module.